


<p>SUPERIOR COURT OF CALIFORNIA</p>  <p>COUNTY OF ALAMEDA</p>	<p><u>JOB ANNOUNCEMENT</u></p> <p>EOE/ADA*</p> <p><small>*If you need assistance with the application process because of a disability, please call (510) 271-5153 or TDD (510) 465-3929</small></p>	<p>24 HOUR JOB HOT LINE #</p> <p>(510) 208-3906</p> <p>www.co.alameda.ca.us/ courts</p>
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COURT INTERPRETER – PRO TEMPORE

PAY RANGE: **\$265 for full day assignments**
\$147 for half day assignments

FILING PERIOD: **Open Continuously**

FILING REQUIREMENTS: **Please send completed application and a copy of your valid interpreter certification or registration to:**

**Superior Court of California, County of Alameda
Human Resources Bureau
1225 Fallon Street, Room 105
Oakland, CA 94612**

The Superior Court of California, County of Alameda is recruiting to establish an eligibility list specifically to appoint court interpreters to Pro Tempore positions (Services-As-Needed). Court Interpreters provide an essential public service, giving assistance to non-English speaking parties. They perform a wide variety of language interpretation activities on an assigned and as needed basis for the court and for parties to proceedings, other court personnel and the public other job related duties as required. Court Interpreters Pro Tempore may be assigned to work half days or full days and are paid the prescribed rate noted above. Overtime worked in excess of eight hours in a day will be paid in single hour increments of \$33.13 per hour. Employment is for an unspecified duration.

TYPICAL DUTIES

Typical duties for Court Interpreters Pro Tempore include:

- Interprets from and into English and the applicable non-English language using simultaneous and consecutive modes at court proceedings and for other court-related departments at the direction of the court.
- Makes sight translations for the benefit of the court of documents including, but not limited to, court petitions, reports, waivers, felony disposition statement forms, and other documents.
- Interprets for judges, attorneys, court staff, and other court-related departments at the direction of the court.
- Interprets between languages in court proceedings.
- Brings to the court's attention any items that may impede the interpreters' performance.

- Researches and understands legal terminology used in court and functions of the court.
- Receives daily calendar assignments from the Trial Court Interpreter Coordinator or Supervisor and accurately completes daily activity logs, or other documentation as required.
- Performs other language interpretation duties as assigned, such as providing general court information at an information counter to the non-English speaking public and processes documents related to interpretation.

MINIMUM REQUIREMENTS

Certification

Certificate: Possession of a valid certificate as a “Certified Court Interpreter” issued by the Judicial Council of California on behalf of the State of California, or registered as a Court Interpreter by the Judicial Council of California on behalf of the State of California.

Experience

45 days or part of court days experience in providing interpreter services to the Alameda County Superior.

License

A valid California Class “C” driver’s license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

GENERAL INFORMATION

This Services As Needed (SAN) position is of an unspecified duration. The work week will vary based on the needs of the Court. Employment is contingent upon the provision of appropriate identifying documents to certify eligibility to work in the United States. Please be advised that individuals selected for appointment must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

Benefits Package:

As employees, Court Interpreters Pro Tempore are eligible to receive a limited package of benefits. These benefits include: workers’ compensation coverage; Social Security coverage; unemployment insurance coverage; and eligibility for certain job protected unpaid leaves of absence such as pregnancy disability leave, family care leave and medical leave. Court Interpreters Pro Tempore are not eligible for other benefits such as paid vacation, paid sick leave, paid holidays, and employer subvented health, life and dental insurance.

Selection Process:

Qualified applicants will be invited to interview and will be placed on an eligible list for Court Interpreter Pro Tempore.